

# NEVADA

## END OF COURSE EXAMINATIONS



### **Test Administrator's Manual for Online Testing**

### **End of Course (EOC) Examinations for English Language Arts, and Mathematics**

**Spring 2016**

**Supplement to *Test Security Procedures, 2015-2016***

**For use with reference ONLY to the Nevada End of Course Examinations in  
English Language Arts and Mathematics**

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**Nevada's testing vendor is Data Recognition Corporation (DRC).**

For customer support, please contact DRC between the hours of 7:30 AM to 4:30 PM  
Pacific Time.

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## Test Administrator's Checklist

### Before Testing

- \_\_\_\_\_ Attend the test administration training at your school and discuss any questions that you may have.
- \_\_\_\_\_ Read all directions for test administration in this manual and any additional handouts used in the test administration refresher training.
- \_\_\_\_\_ Know your five-digit school code for accurate student identifying/demographic coding.
- \_\_\_\_\_ Obtain a student test ticket for each student who will be testing. Your School Testing Coordinator must verify student eligibility prior to testing. Test tickets are secure materials and should be securely stored until you are ready to pass them out. Students will be given one test ticket for each examination, regardless of how many sessions are on the test. If a test is being administered over two days, the test tickets must be collected at the conclusion of testing on day one and then re-distributed on day two of testing.
- \_\_\_\_\_ Count the test tickets you will be using for this test session. Make a note of this number so you know how many tickets to collect after students have signed in.
- \_\_\_\_\_ Obtain any necessary accommodation and non-embedded designated supports information from the student's case manager or your School Test Coordinator.
- \_\_\_\_\_ Obtain all necessary materials for test administration.
- \_\_\_\_\_ Be sure that each student is assigned to the appropriate online test that the student should take. This is based upon acceptance by the Department of Education of the school's eligible classes aligned to the recommended standards for each End of Course Examination.
- \_\_\_\_\_ Students may **NOT** bring electronic devices into the testing session and no personal belongings are allowed on the desk or tabletops. Students must store backpacks/personal belongings in the rear of the testing room.
- \_\_\_\_\_ Ensure INSIGHT software has been installed on all testing devices.
- \_\_\_\_\_ Ensure you know how to launch INSIGHT on the type of device students will be using to test.
- \_\_\_\_\_ Ensure students have practiced using the Online Training Tools (OTT) and viewed tutorials, if available.

\_\_\_\_\_ Clearly understand the scheduled testing time, including breaks. Students must have supervised breaks if they have **not** completed a section of the assessment.

\_\_\_\_\_ Prepare the classroom for testing:

- Remove or cover all classroom instructional materials that may affect the validity of the examination. Do not display vocabulary words and/or definitions, examples of problems or answers, or tips/instructions on how to write responses and/or solve problems.
- Ensure student testing devices are positioned in such a way that students cannot easily read another student's screen or interact with one another.
- If using portable testing devices, such as a laptop, iPad, or Chromebook, ensure the devices are connected to a power source (preferred), or fully charged.
- Check to make sure there are no test tickets or scratch paper left over from another testing session. If found, please return to the School Test Coordinator.
- Verify the examination will be free of distractions for the duration of the test session.

## During Testing

- \_\_\_\_\_ Post a "Testing" sign on your classroom door.
- \_\_\_\_\_ Follow the script in this manual **verbatim**.
- \_\_\_\_\_ Provide testing accommodations to students according to their accommodation plan.
- \_\_\_\_\_ Provide non-embedded designated supports to students based on documentation obtained from the student's case manager or your School Test Coordinator.
- \_\_\_\_\_ Students who do **NOT** have approved accommodations or non-embedded designated supports must test under regular conditions.
- \_\_\_\_\_ Students must **NOT** be left unattended with test materials.
- \_\_\_\_\_ **Circulate throughout the room and actively monitor students during testing. Check to ensure that students are correctly entering their responses. Check that students are not accessing personal materials during testing.**
- \_\_\_\_\_ Students may **NOT** receive assistance with test questions.
- \_\_\_\_\_ Test questions may **NOT** be translated into another language.
- \_\_\_\_\_ Provide additional time for testing for students working productively. Follow the school's plan for orderly transition from one testing situation to another.
- \_\_\_\_\_ Do **NOT** read, review, copy, reproduce, fax, or take notes on test items. **Disclosure of test content is strictly prohibited by state law.**
- \_\_\_\_\_ Students may pause the assessment and take a supervised break for no more than 20 minutes. Students must complete the part of the assessment they began on the **SAME** day. It is **NOT** required to take both parts of the assessment in one day. However, each part must be completed once it has been started during that school day.
- \_\_\_\_\_ When students have completed each part of the assessment they must click on the review/end test button. This will submit that part of the assessment and students may not return to that part of the assessment.

## After Testing

- \_\_\_\_\_ Collect and recount test tickets. Students who have completed their test will **NOT** need these test tickets again, and tickets should be returned to the School Test Coordinator. If students have **NOT** completed their test, return test tickets to the School Test Coordinator for secure storage until testing can resume. A new test ticket can be printed by the School Test Coordinator, if necessary.
- \_\_\_\_\_ Exiting the INSIGHT test engine
  - Students using a desktop, laptop, or Chromebook can simply exit INSIGHT once they have finished. This is particularly important for 1:1 devices that stay with the student (such as a laptop, Chromebook, or iPad).
  - iPad: For students testing on iPads and using Guided Access, you will need to turn OFF Guided Access in order for the student to exit INSIGHT and use other apps on the device. This must be done for each individual iPad. To turn OFF Guided Access, triple click the home button. On the following screen, click "End" in the top right corner. You will be prompted to enter a four-digit passcode. This passcode should have been provided to you by your School Test Coordinator or Technology Coordinator. Students may **NOT** complete this step. It must be completed by a Test Administrator. The password is considered secure material and should be entered outside of student view.
- \_\_\_\_\_ Report any testing irregularities immediately to your School Test Coordinator, Principal, or District Test Director.
- \_\_\_\_\_ Students will need to click the review/end test button to submit their assessment when complete. Students will not be able to return to the assessment once the review/end test button is selected.

## **Test Administration Procedures and Security**

Test Administrators involved in the administration of the End of Course Examinations must be trained annually in the instructions regarding preparation for testing, handling of test materials, and test security.

Each Test Administrator must acknowledge in writing that he or she has read and understands all information provided by the Nevada Department of Education related to proper test administration and test security, and understands the potential consequences for failure to comply with the state and district test security plans.

### **Time Requirements**

The End of Course Examinations are intended to be a measure of student proficiency rather than speed. Students who are working productively must be given time to complete the test.

Each examination has two parts. Most students will complete each part in approximately 1.5 to 2 hours; however, some students will need more time. To accommodate these students follow your school's plan for this situation. Students may take supervised breaks if needed during the assessment. The only time unsupervised breaks are allowed, is if a student takes a break between part one and part two of the assessment.

Students must complete the part of the assessment that they began in a single day. For example, if a student takes math II part 1 on Monday, they must complete part 1 on Monday. It is not required to take both parts of any of the EOC assessments on the same day.

### **Providing Additional Time**

At the end of the scheduled testing session, Test Administrators and/or proctors must collect all materials, ask students requiring more time to remain seated, and excuse students who have completed the test. Return materials to the remaining students and provide whatever time is necessary for each student to complete the test as long as he or she is working productively. Those students who remain, including students who test with accommodations, are **NOT** to be given an unsupervised break. These breaks must be supervised.

If students who need more time must move to another location in the school, the School Test Coordinator must develop a procedure that maintains the security of the test materials, does **NOT** allow students to receive any assistance with the test, and does **NOT** provide an opportunity for student interaction.



## Administration Procedures

School Test Coordinators and Test Administrators should read and understand administration procedures thoroughly before testing begins. The adherence to procedures will ensure uniformly favorable testing conditions.

Helping Students: The Test Administrator must maintain an impartial and professional attitude. Students are to receive no help during the administration of the test beyond making certain that they understand test directions. School officials/personnel who offer/provide inappropriate assistance to students can face severe consequences including suspension or revocation of teaching licenses. (NRS 391.330)

Monitoring Students: Test Administrators must circulate throughout the testing room to make certain students are correctly entering their responses. **Students must never be left alone with test materials.** School Test Coordinators should check on the testing rooms periodically to verify proper monitoring by the Test Administrator and to assist in the event of an emergency.

Talking: Students are **NOT** allowed to discuss the test(s) with anyone.

Cheating: Any instances of cheating must be handled in a manner consistent with school district and school policies. All instances of cheating require submission of a *Report of Testing Irregularity* form by the School Test Coordinator, *and invalidation of the student's score.*

Students Who Finish Early: Students may bring **books or other reading materials** to occupy their time if they finish early. These materials must be stored away from desks.

Security of Testing Materials: Test Administrators are responsible for collecting all test materials at the end of the testing period and returning the materials as instructed to the School Test Coordinator.

Test Scripts: Prior to and during testing, the Test Administrator must follow the script provided in the *Test Administrator's Manual* and **CANNOT** provide additional assistance or direct the students' attention to any materials in the room for the purpose of enhancing test performance.

## **An Appropriate Testing Environment**

Test Administrators are to create an appropriate testing environment for each student taking the test.

All students should have the opportunity to test under the same conditions.

Students may use **only** materials and/or supplies that are specified in this manual or provided with the online test for a **specific** course.

### **Devices Not Allowed**

Electronic devices are strictly prohibited unless a student has an accommodation plan that allows a specific permissible device. Students taking an online Mathematics examination will be able to access an embedded scientific calculator. **NO** handheld calculators are allowed. Special request devices may be used if the IEP and 504 indicate that they are needed as an accommodation.

### **Permissible Materials for Use by Students during Testing**

For all EOC examinations, scratch paper may **only** be plain unlined, lined, patty paper, or grid-only (unlabeled) graphing paper. No other pre-printed material is permitted on the front or back except for student identifying information.

Online English dictionaries and thesauruses are provided tools for the EOC ELA II examination.

Materials provided by the Nevada Department of Education may not be paraphrased or modified (except for enlargement).

Size of Testing Sessions: Smaller testing sessions (approximately 30 students) provide better test conditions.

The Room: The testing room must be free from distractions and have adequate light, ventilation, and heating or air conditioning.

Seating: Seating must be arranged to minimize the possibility of students communicating with each other either verbally or visually.

Materials on Walls: Place-value indicators, number lines, charts, or posters that provide specific factual information or guidance (e.g., test-taking strategies, multiplication charts, hundreds charts, fraction-decimal-percent equivalency charts, graphic organizers, annotated samples of essays or paragraphs, or sample introductory and concluding techniques) must be removed or covered with blank, opaque material.

Materials on Desks: Student desk/tabletops must be cleared of any materials not specified in this manual. Material that is affixed to desktops must be covered with blank, opaque material.

## **Students with Special Needs**

The School Test Coordinator, together with the Test Administrator, must ensure that all students with special needs receive the appropriate accommodations and non-embedded designated supports.

## **Testing Irregularities**

Test Administrators should immediately report any testing irregularities to their School Test Coordinator. A testing irregularity is any occurrence that may influence a student's performance. Examples of testing irregularities include, but are not limited to, the following:

- A student is observed cheating during the testing session.
- A teacher or another adult provides improper assistance to student.
- Testing accommodations specified in a student's accommodation plan are **NOT** provided.
- A student is provided a testing accommodation that is **NOT** specified in the student's accommodation plan.
- An excessive disturbance or disruption occurs during the testing session.
- Ineligible students are tested.

## **Invalidation of Test Scores**

Failure to strictly adhere to consistent and uniform test administration procedures may result in the invalidation of student scores.

Students with invalidated scores resulting from a test administration or test security irregularity **will** be reported as non-proficient.

To indicate that a student's test score is invalidated, an authorized district or school staff member must go into eDIRECT Test Setup and indicate the content-specific **INVALIDATION** on the Test Condition Codes tab.

**TEST RECORDS FOR ABSENT STUDENTS MUST NEVER BE INVALIDATED.**

## **Handling of Test Materials**

Test Administrators must "sign out" and "sign in" all test materials issued and returned on each day of test administration. The School Test Coordinator will provide you with the following testing materials:

- This *Test Administrator's Manual*
- Blank scratch paper
- Test tickets

These materials must be collected from students before they are allowed to leave the room.

## Test Security

The following steps must be taken by school district and individual school personnel to safeguard the security of materials required for test administration:

1. Locked, secure storage **must** be provided for all secure test materials.
2. The locked room or file cabinet used for the storage of materials must not be accessible to anyone other than the principal or School Test Coordinator.
3. **Do not** read, review, copy, reproduce, or take notes on test items. **Disclosure of test content is strictly prohibited by state law.**
4. Additional materials, beyond those specified in test administration instructions, or permissible materials documented as a testing accommodation or designated support, must not be provided to students for use during a test administration.
5. At least one Test Administrator and one proctor should be present at the testing site to adequately supervise testing. A ratio of one Test Administrator to not more than 30 students is strongly recommended.
6. At **NO** time should students be left unattended with test materials.
7. The Test Administrator must account for all test materials (including scratch paper) before students are allowed to leave the testing area for any reason.

## Reminders for Test Administrators

1. Check with your School Test Coordinator to ensure that the appropriate EOC examination is administered on the correct day. Also consult with your School Test Coordinator prior to testing to ensure you understand which test parts are to be administered on a specific day, the procedure to be followed for allowing student breaks during testing (monitored group or individual breaks), and your school's policy for allowing students additional testing time when requested.
2. You must read the scripts covering the online tests directions out loud to students as they follow along on their computer screens. The scripts provided in this *Test Administrator's Manual* should be read exactly as printed.
3. The test you are about to administer has two parts. Most students will take approximately 1.5 to 2 hours to complete an individual part. Each part must be completed in a single session. If students need a break during a part, the break must be supervised.
4. Make sure that each student is sitting at a separate testing device and that each device is turned on and the desktop/home screen is visible.
5. During testing, students may not access personal materials/belongings. Make sure that no student is in possession of a cell phone, camera, or other personal electronic devices. It is recommended that Test Administrators collect any electronic devices prior to distributing any test materials.
6. All tools may not be available for every examination. For example, scientific calculators will not be available for English Language Arts.
7. An embedded scientific calculator tool is provided on the online Mathematics examinations. A student is **NOT** allowed to use a specialized calculator or any other electronic device unless specified in the student's accommodation plan and is documented as an accommodation.

## **Planning for Monitored Group or Individual Rest Breaks**

Please consult your School Testing Coordinator regarding the appropriate procedure for allowing students to take rest breaks during testing. All rest breaks must be supervised and students are **NOT** allowed to discuss the test.

**Group breaks** may be given to students in between the administration of Parts 1 and 2 of an examination, if both parts are to be administered on the same day. After a student has completed Part 1 of an examination, the student will exit the test and will need to log in again using his or her test ticket to begin Part 2.

If students will take Part 2 on a separate day, collect and secure the test tickets. Collect all scratch paper. Keep the test tickets in a secure location until you are ready to distribute them to the students for the administration of Part 2. Distribute fresh scratch paper as you begin Part 2.

**Individual breaks** may be given to students on an as-needed basis during the testing session. The Pause feature of the online test engine will allow the student to take up to 20 minutes for a **supervised break**. When the Pause feature is activated, the test content will be covered on the computer monitor with a count-down clock that indicates the amount of time left before the student must return to active testing.

## Test Ticket Distribution

Pass out scratch paper and the appropriate test ticket to each student as students are seated for the examination. Make note of the number of test tickets you are distributing so you will know how many to collect after students have signed in. The same test ticket will be used for each student on both test sessions.

1. Instruct students that they should not open anything on their computers until they are told to do so. The INSIGHT launch page should be visible on each student's computer screen until you instruct students to click on the EOC link.
2. Distribute and ensure students have all allowable test materials including test tickets.
3. Have students check to ensure their name and information match what is printed on the test ticket, and to check the name of the examination to be given. Instruct the students to raise their hands if there is any incorrect information. Correct any ticket distribution errors as necessary.

## Test Administration Instructions

The Test Administration Instructions in this *Test Administrator's Manual* are organized in the following manner.

Each set of instructions provides **Instructions for Test Administrator** (these instructions are to be read privately by the Test Administrator) and scripted ***Read Aloud Instructions to Students*** (these instructions are *in italics*, are prefaced by "**SAY:**" and are to be read aloud to students).



## Read-Aloud Instructions to Students for All EOC Examinations

The lead-in instructions for all EOC examinations are very similar. Examination-specific instructions are noted through the use of underlined text.

**SAY:** *Welcome to the Nevada EOC (say name of examination). We are now ready to begin. Carefully follow the directions and give this test your best effort.*

*Clear all materials from your desk except for those provided for the test.*

*At **NO** time are you allowed to use personal materials or belongings during the test.*

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### **SAY for ELA I only:**

*The questions in the online test include four question types. Each type is described below.*

- **Selected response:** *Four response options with only one correct answer.*
- **Multiple select:** *Up to seven response options with two or more correct answers. Click ALL that are correct.*
- **Technology enhanced:** *Questions that may include drag-and-drop and click on text.*
- **Two-part questions:** *Two-part questions, labeled **Part 1** and **Part 2**, that may require you to use the information in **Part 1** to answer **Part 2**.*

*Do you have any questions?*

---

### **SAY for ELA II only:**

*This online test contains two writing tasks for you to answer. You will have plenty of time to complete each writing task of the test.*

*Do you have any questions?*

### **SAY for all Mathematics examinations:**

*You may not use a specialized calculator or any other electronic device unless it is specified in your accommodation plan and documented as an accommodation*

*Do you have any questions?*

*The questions on the examination include four question types. Each type is described below.*

- **Multiple-choice response:** Four response options with only one correct answer.
- **Multiple-select response:** Multiple-response options with one or more correct answers.
- **Technology enhanced:** Questions that may include short answer, graphing, drop-down menus, and matching.
- **Two-part questions:** Two-part questions labeled **Parts 1** and **Parts 2**, that may require you to use the information in **Part 1** to answer **Part 2**.

*Do you have any questions?*

### **Instructions for Test Administrator**

Answer any questions.

**SAY:** *Now we are ready to begin the online test. You should see the Nevada Department of Education screen with a blue background. On the left side of the screen, under Nevada End-of-Course (EOC), click Test Sign In.*



**SAY:** *You should then see the sign-in screen appear. Is there anyone who does not see the sign-in screen?*

The image shows a sign-in screen for the Nevada Department of Education. At the top left is the Nevada Department of Education logo. Below the logo, the text reads "Please sign in with the Username and Password your has given you." There are two input fields: "Username:" and "Password:". To the right of the "Password:" field is a blue "Sign In" button. Below the input fields is a checkbox labeled "Display Item Ids" which is checked. In the bottom left corner is a "Back" button. In the bottom right corner is the text "vindigo-d rev:3043599". At the very bottom center is the copyright notice "Copyright © 2016 Data Recognition Corporation."

### Instructions for Test Administrator

Pause to assist students if necessary.

When all students are ready,

**SAY:** *You may now enter your **Username** and **Password** in the spaces provided on the screen. Your individual **Username** and **Password** are found on your test ticket. If you need assistance, please raise your hand. When you have finished entering your **Username** and **Password**, click the **Sign In** button in the middle of the screen.*

*Please do not go ahead. We will do several screens together to review sign-in, navigation, and available tools.*

### Instructions for Test Administrator

Pause while students enter their login credentials. Assist students as necessary to enter the information. Remember: Usernames and Passwords are unique to each student and to each course.

**Suggestion:** If a student receives an "invalid login," click the Back button in the bottom left corner of the sign-in screen. Click Test Sign In below the Nevada End-of-Course icon. Verify correct Username and Password have been entered.

When all students are ready,

**SAY:** *When you have selected the **Sign In** button, a Welcome screen with your name opens. Is there anyone who does not see the Welcome screen with your name?*

Welcome **Training Student!**

Before you begin testing, please confirm your profile information is correct:

Test Name: **HS**  
Test Session: **Student's Session**  
School Name: **SAMPLE SCHOOL OTT**

Your State Student ID is: **1234567890**  
Your Local Student ID is: **9876543210**

If the above information is correct, please select **Continue**.

If any of the above information is not correct, or if Color Chooser is not available when the Options button is clicked, please raise your hand and notify your Test Administrator.

**Continue**

**Options** **Exit**

### Instructions for Test Administrator

Pause to assist students as necessary.  
When all students are ready:

**SAY:** *Look at the information on the Welcome screen and make sure that the following facts about you are correct:*

- *Your first name, middle initial (if available), and last name*
- *Your test name*
- *Your test session*
- *Your school name*
- *Your State Student ID*
- *Your Local District Student ID (if available)*

**SAY:** *If the information about you is correct, click the Continue button. If the information is not correct, raise your hand.*

### Instructions for Test Administrator

Pause to assist students as necessary.

When all students are ready,

**SAY:** *After you have selected the Continue button, the Test Selection screen will open. Is there anyone who does not see the Test Selection screen?*

The following tests have been scheduled for **Training Student!**

Once instructed, click on the test link below to start the test.

If no additional tests are available, please select **Exit** to close the application.

- [English Language Arts I - Part 1](#)
- [English Language Arts I - Part 2](#)

### Instructions for Test Administrator

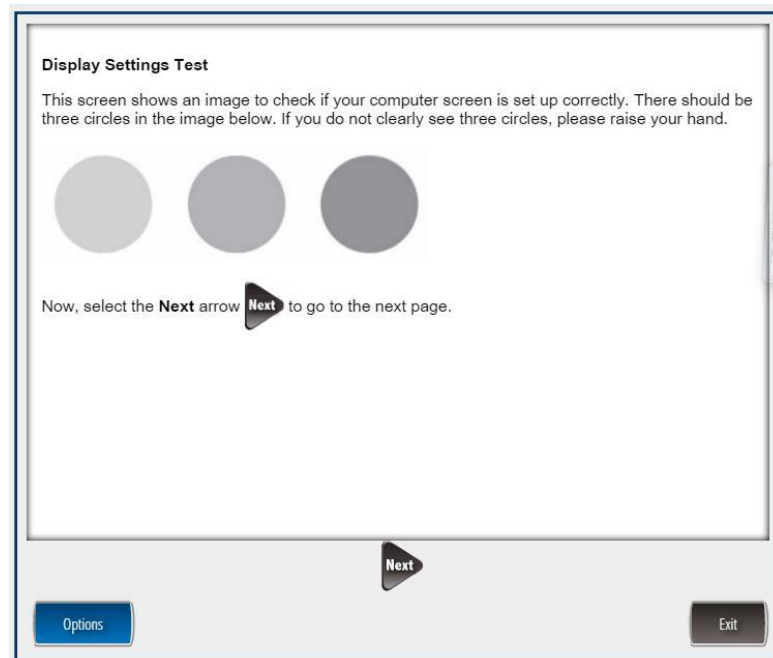
Pause to assist students as necessary.

When all students are ready,

**SAY:** *We are now ready to begin the test. Click the link that says (say test name and part number). Once you have selected the (say test name) link, the directions screen should open. Is there anyone who does not see the test directions screen?*

**SAY:** *Now we will do a system check before you begin answering test questions. I will now read the Test Directions. Read the directions silently as I read them aloud. Use the Next button to move to the next page to follow along.*

**SAY:** *You should now be on the Display Settings Test screen.*



*This screen shows an image to check if your computer screen is set up correctly. There should be three circles in the image below. If you do not clearly see three circles, please raise your hand.*

### **Instructions for Test Administrator**

If a student's screen does not show the three circles, have the student exit the test and move the student to an open workstation if available. Contact the School Test Coordinator regarding the computer.

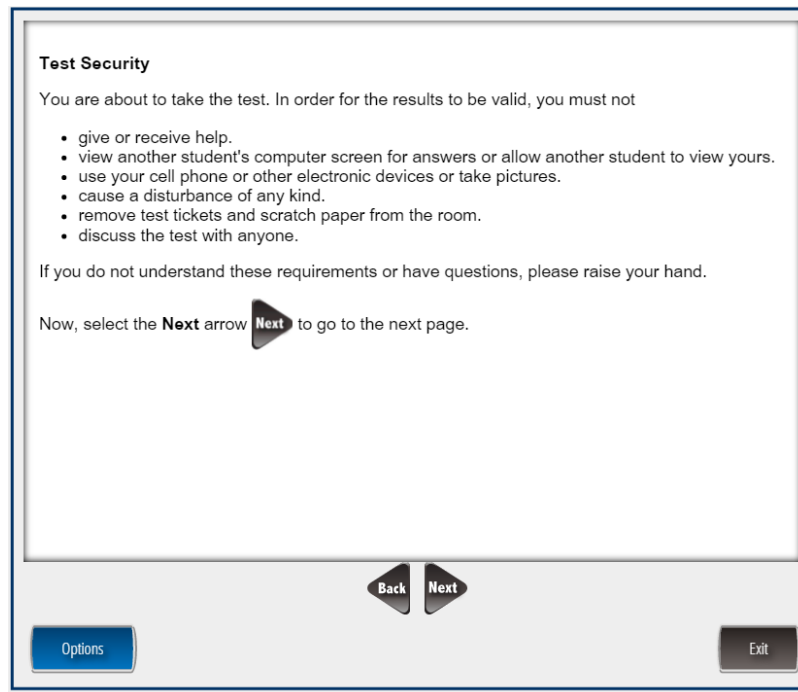
When students are ready,

**SAY:** *Now, click the **Next** arrow to go to the next page.*

### **Instructions for Test Administrator**

Check monitors to confirm that all students are now on the Test Security screen.

**SAY:** *You should now be on the Test Security screen.*



*You are about to take the test. In order for the results to be valid, you must not*

- *Give or receive help.*
- *View another student's computer screen for answers or allow another student to view yours.*
- *Use your cell phone or other electronic devices or take pictures.*
- *Cause a disturbance of any kind.*
- *Remove test tickets and scratch paper from the room.*
- *Discuss the test with anyone.*

*If you do not understand these requirements or have questions, please raise your hand.*

### **Instructions for Test Administrator**

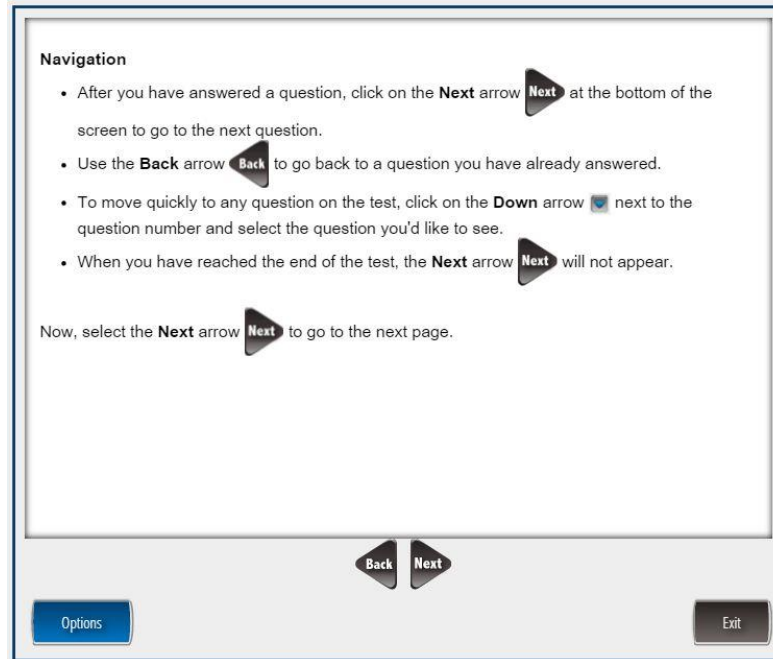
Pause to assist students as necessary.  
When all students are ready,

**SAY:** *Now, click the **Next** arrow to go to the next page.*

## Instructions for Test Administrator

Check monitors to confirm that all students are on the Navigation screen.

**SAY:** *You should now be on the Navigation screen.*



- *After you have answered a question, click the **Next** arrow at the bottom of the screen to go to the next question.*
- *Use the **Back** arrow to go back to a question you have already answered.*
- *To move quickly to any question on the test, click the **Down** arrow next to the question number and click the question you'd like to see.*
- *When you have reached the end of the test, the **Next** arrow will not appear.*

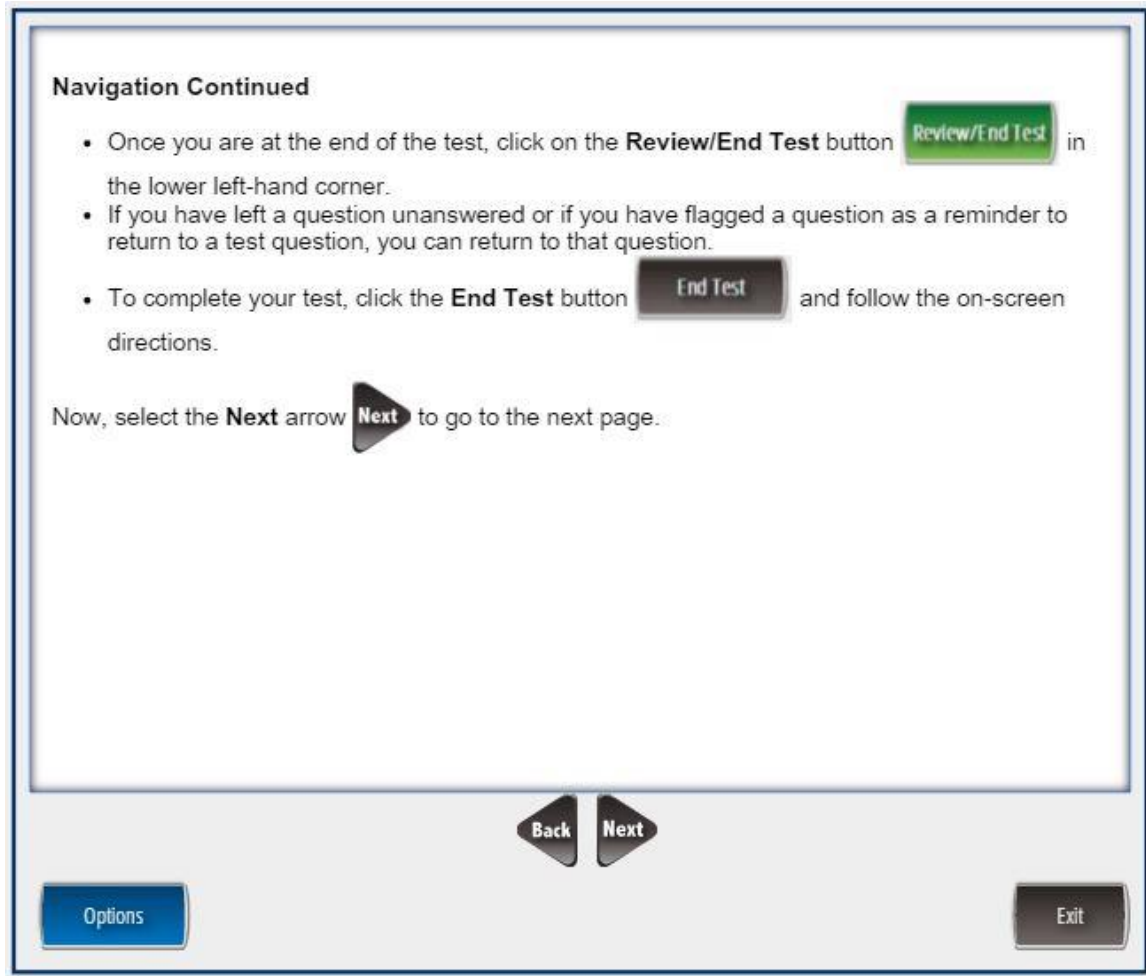
*Now, click the **Next** arrow to go to the next page.*



## Instructions for Test Administrator

Check monitors to confirm that all students are on the Navigation Continued screen.

**SAY:** *You should now be on the Navigation Continued screen.*



- *Once you are at the end of the test, click the Review/End Test button in the lower left-hand corner.*
- *If you have left a question unanswered or if you have flagged a question as a reminder to return to a test question, you can return to that question.*
- *To complete your test, click the End Test button and follow the on-screen directions.*

*Now, click the **Next** arrow to go to the next page.*

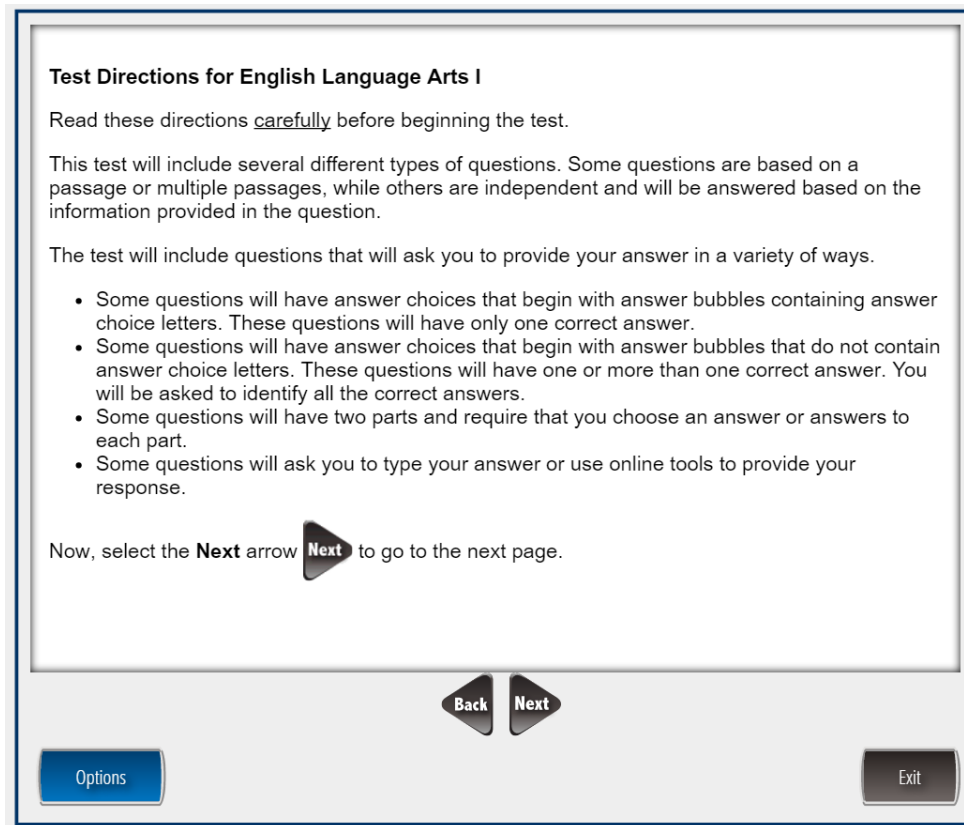
### **Instructions for Test Administrator**

Check monitors to confirm that all students are on the Test Directions screen for English Language Arts tests or the Answering Questions screen for ALL Mathematics tests. Please go to the proper instructions page as listed below.

- GO TO page 24 for Read-Aloud Instructions English Language Arts I.
- GO TO page 30 for Read-Aloud Instructions English Language Arts II.
- GO TO page 36 for Read-Aloud Instructions ALL Mathematics Examinations.

## Read-Aloud Instructions for English Language Arts I

**SAY:** *You should now be on the Test Directions for English Language Arts I screen.*



*Read these directions carefully before beginning the test.*

*This test will include several different types of questions. Some questions are based on a passage or multiple passages, while others are independent and will be answered based on the information provided in the question.*

*The test will include questions that will ask you to provide your answer in a variety of ways.*

- Some questions will have answer choices that begin with answer bubbles containing answer choice letters. These questions will have only one correct answer.*
- Some questions will have answer choices that begin with answer bubbles that do not contain answer choice letters. These questions will have one or more than one correct answer. You will be asked to identify all the correct answers.*
- Some questions will have two parts and require that you choose an answer or answers to each part.*

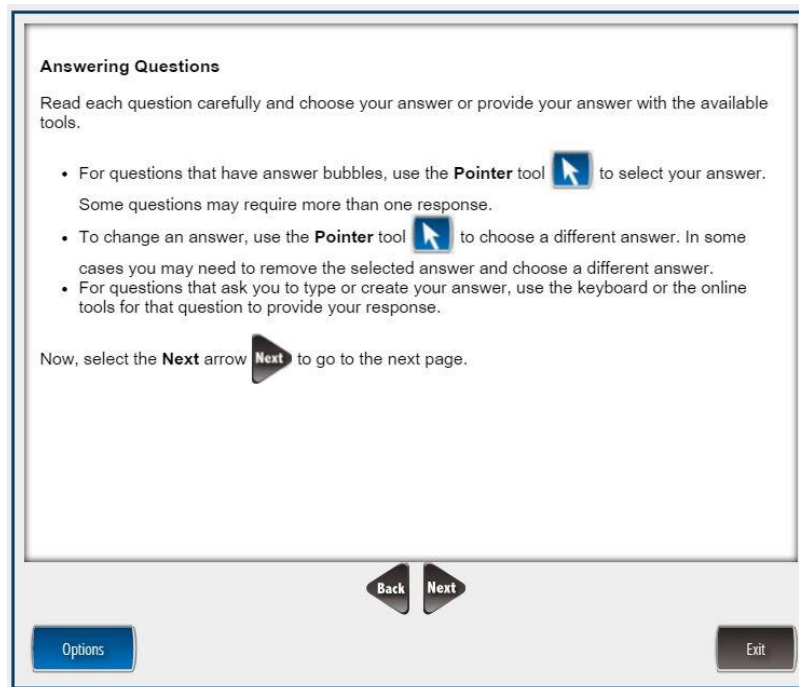
- *Some questions will ask you to type your answer or use online tools to provide your response.*

*Now, click the **Next** arrow to go to the next page.*

### **Instructions for Test Administrator**

Check monitors to confirm that all students are on the Answering Questions screen.

**SAY:** *You should now be on the Answering Questions screen.*



*Read each question carefully and choose your answer or provide your answer with the available tools.*

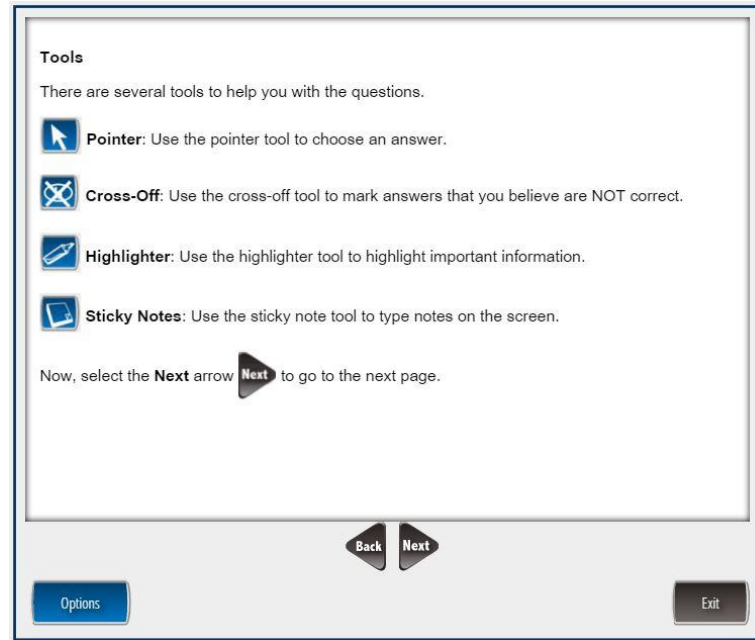
- *For questions that have answer bubbles, use the Pointer tool to click your answer. Some questions may require more than one response.*
- *To change an answer, use the Pointer tool to choose a different answer. In some cases you may need to remove the selected answer and choose a different answer.*
- *For questions that ask you to type or create your answer, use the keyboard or the online tools for that question to provide your response.*

*Now, click the **Next** arrow to go to the next page.*

## Instructions for Test Administrator

Check monitors to confirm that all students are on the Tools screen.

**SAY:** *You should now be on the Tools screen.*



*There are several tools to help you with the questions.*

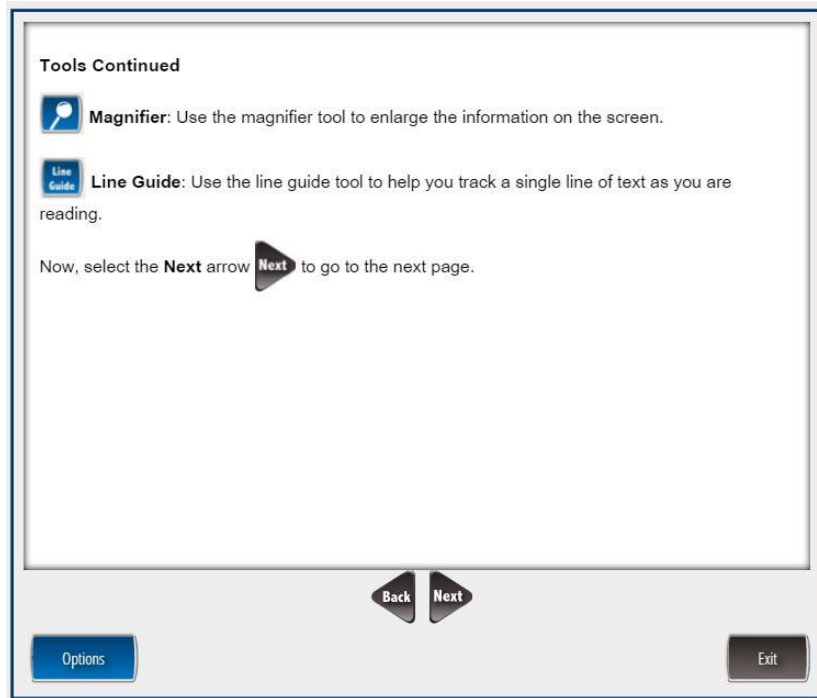
- *Pointer: Use the pointer tool to choose an answer.*
- *Cross-Off: Use the cross-off tool to mark answers that you believe are NOT correct.*
- *Highlighter: Use the highlighter tool to highlight important information.*
- *Sticky Notes: Use the sticky note tool to type notes on the screen.*

*Now, click the **Next** arrow to go to the next page.*

## Instructions for Test Administrator

Check monitors to confirm that all students are on the Tools Continued screen.

**SAY:** *You should now be on the Tools Continued screen.*



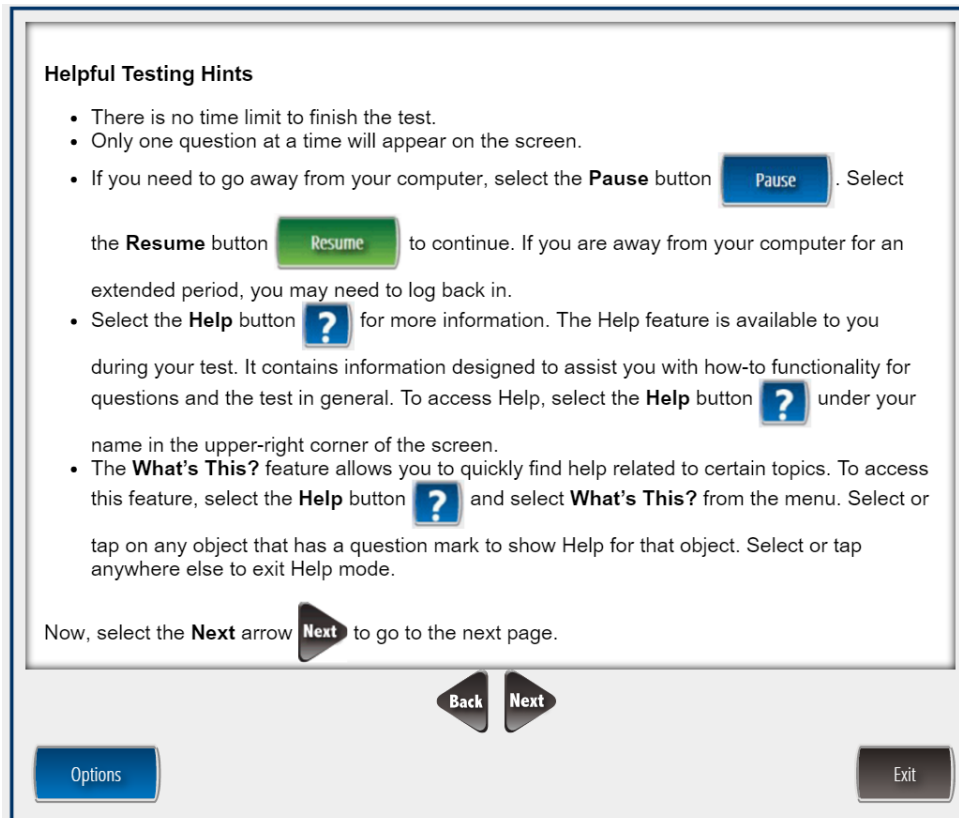
- *Magnifier: Use the magnifier tool to enlarge the information on the screen.*
- *Line Guide: Use the line guide tool to help you track a single line of text as you are reading.*

*Now, click the **Next** arrow to go to the next page.*

## Instructions for Test Administrator

Check monitors to confirm that all students are on the Helpful Testing Hints screen.

**SAY:** *You should now be on the Helpful Testing Hints screen.*



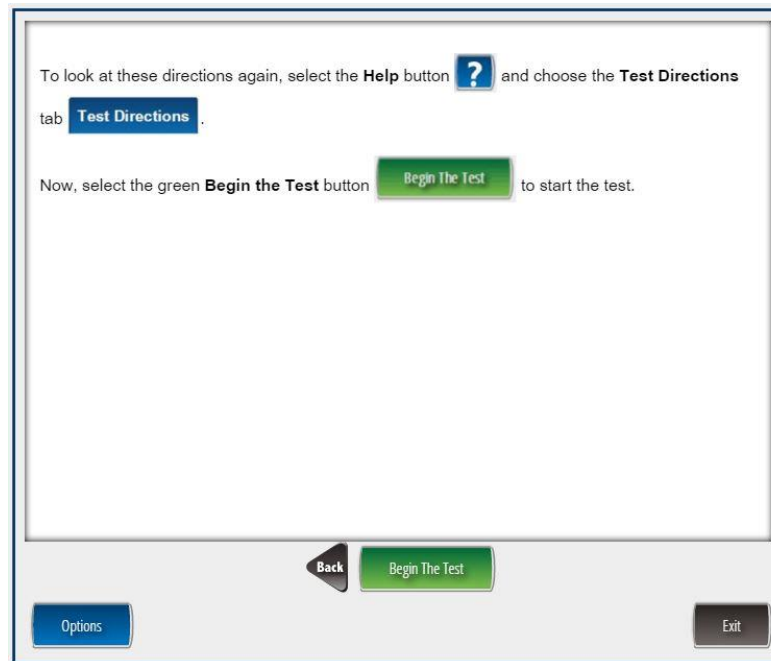
- *There is no time limit to finish the test.*
- *Only one question at a time will appear on the screen.*
- *If you need to go away from your computer for a supervised break, click the Pause button. Click the Resume button to continue. If you are away from your computer for an extended period, you may need to log back in.*
- *Click the Help button for more information. The Help feature is available to you during your test. It contains information designed to assist you with how-to functionality for questions and the test in general. To access Help, click the Help button under your name in the upper-right corner of the screen.*
- *The What's This feature allows you to quickly find help related to certain topics. To access this feature, click the Help button and click What's This from the menu. Click or tap on any object that has a question mark to show Help for that object. Click or tap anywhere else to exit Help mode.*

*Now, click the **Next** arrow to go to the next page.*

## Instructions for Test Administrator

Check monitors to confirm that all students are on the Begin The Test screen.

**SAY:** *To look at these directions again, click the Help button and choose the Test Directions tab.*



*Now, click the green Begin the Test button to start the test.*

*You may begin.*



## Read-Aloud Instructions for English Language Arts II

**SAY:** *You should now be on the Test Directions for English Language Arts II screen.*

**Test Directions for English Language Arts II**


Read these directions carefully before beginning the test.





This test includes two writing tasks for you to answer. Read each writing task carefully, questions are based on a passage(s).

- These questions will ask you to type your answer in the space provided.

Your essay will be scored on three major criteria. Consider the following questions as you plan, write, and revise.

- 1. Statement of purpose/focus and organization**
  - Do you clearly state your topic and maintain your focus?
  - Do your ideas flow from introduction to conclusion using effective transitions? Is the organization clear?
- 2. Elaboration of evidence**
  - Do you include relevant evidence from the passage(s), as well as your own ideas?
  - Do you effectively express ideas, using precise language and appropriate vocabulary?
  - Do you maintain awareness of the audience for and purpose of your writing?
- 3. Conventions**
  - Do you follow the rules of usage, punctuation, capitalization, and spelling?

Now, select the **Next** arrow  to go to the next page.

*Read these directions carefully before beginning the test.*

*This test includes two writing tasks for you to answer. Read each writing task carefully, questions are based on a passage(s).*

- *These questions will ask you to type your answer in the space provided.*

*Your essay will be scored on three major criteria. Consider the following questions as you plan, write, and revise.*

**1. Statement of purpose/focus and organization**

- *Do you clearly state your topic and maintain your focus?*
- *Do your ideas flow from introduction to conclusion using effective transitions? Is the organization clear?*

**2. Elaboration of evidence**

- *Do you include relevant evidence from the passage(s), as well as your own ideas?*
- *Do you effectively express ideas, using precise language and appropriate vocabulary?*
- *Do you maintain awareness of the audience for and purpose of your writing?*

### 3. Conventions

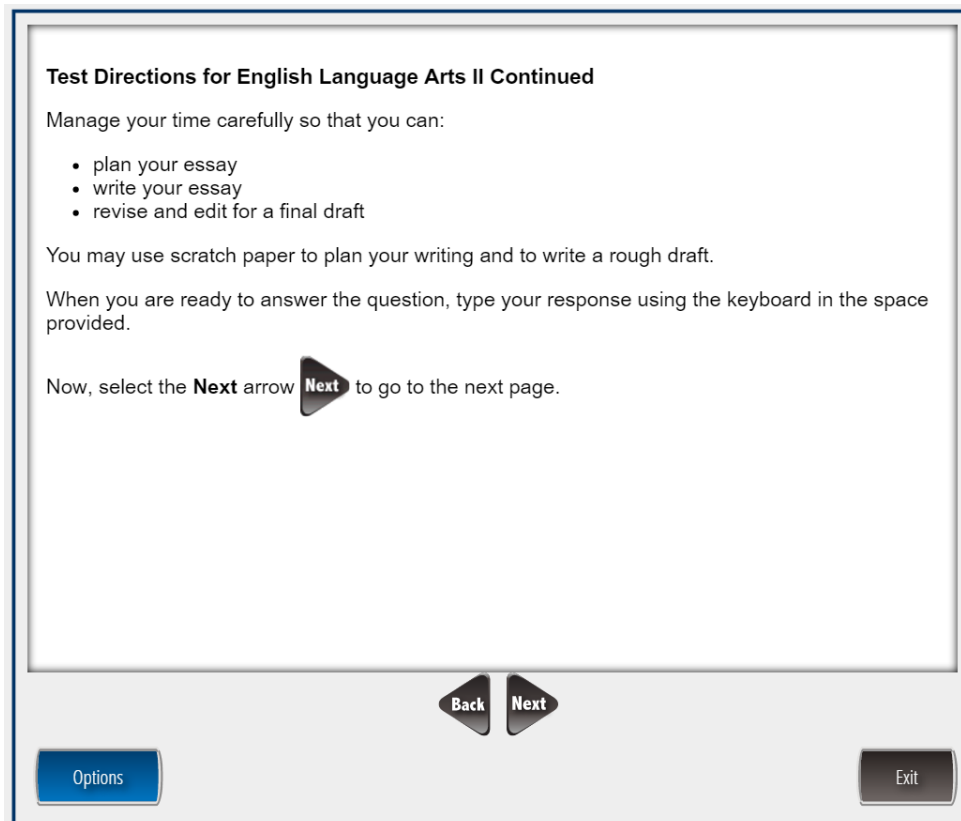
- *Do you follow the rules of usage, punctuation, capitalization, and spelling?*

*Now, click the Next arrow to go to the next page.*

### Instructions for Test Administrator

Check monitors to confirm that all students are on the Test Directions for English Language Arts II Continued screen.

**SAY:** *You should now be on the Test Directions for English Language Arts II Continued screen.*



*Manage your time carefully so that you can:*

- *plan your essay*
- *write your essay*
- *revise and edit for a final draft*

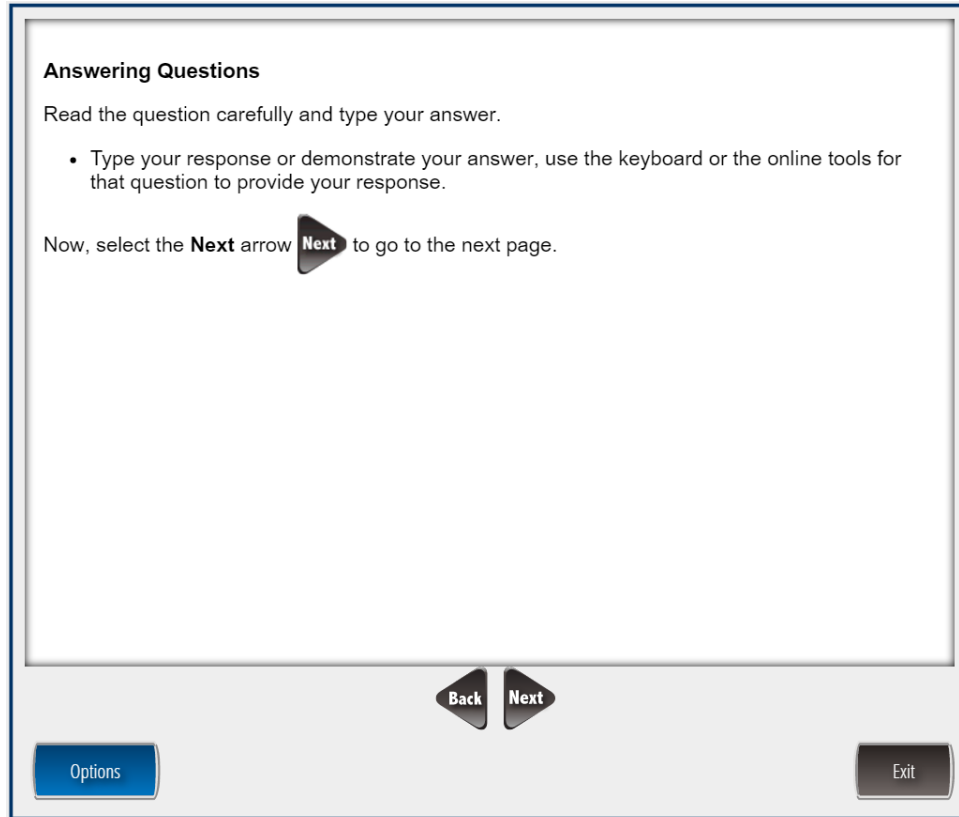
*You may use scratch paper to plan your writing and to write a rough draft. When you are ready to answer the question, type your response using the keyboard in the space provided.*

*Now, click the **Next** arrow to go to the next page.*

## Instructions for Test Administrator

Check monitors to confirm that all students are on the Answering Questions screen.

**SAY:** *You should now be on the Answering Questions screen.*



*Read the question carefully and type your answer.*

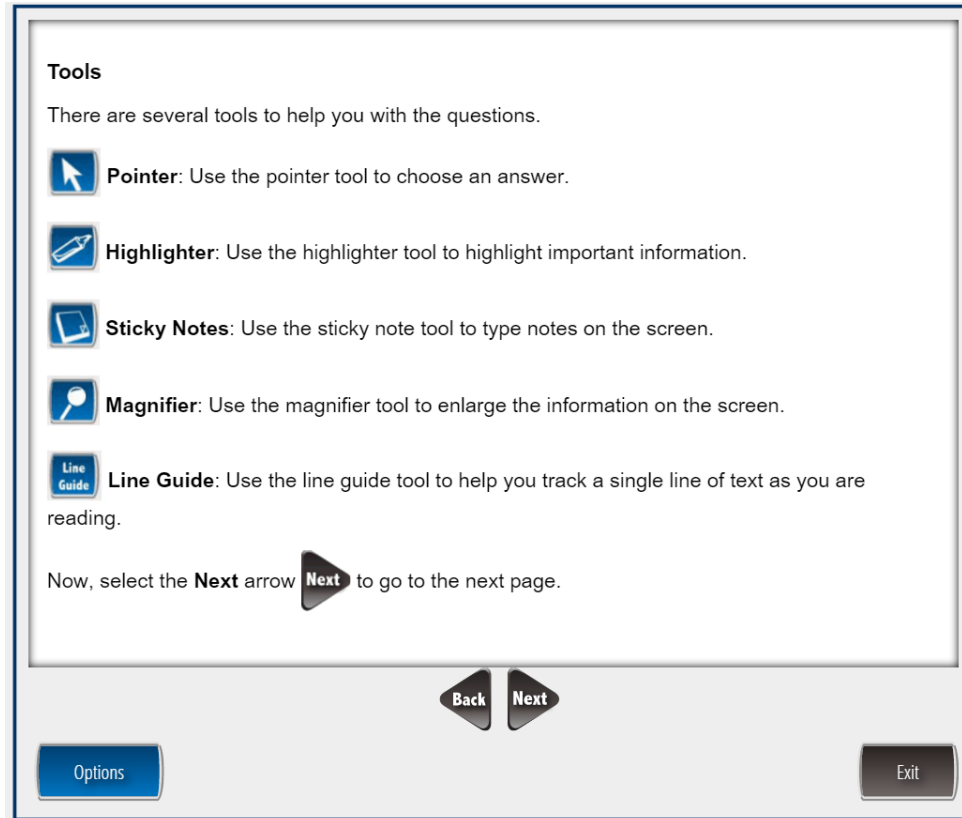
- *Type your response or demonstrate your answer, use the keyboard or the online tools for that question to provide your response.*

*Now, click the **Next** arrow to go to the next page.*

## Instructions for Test Administrator

Check monitors to confirm that all students are on the Tools screen.

**SAY:** *You should now be on the Tools screen.*



*There are several tools to help you with the questions.*

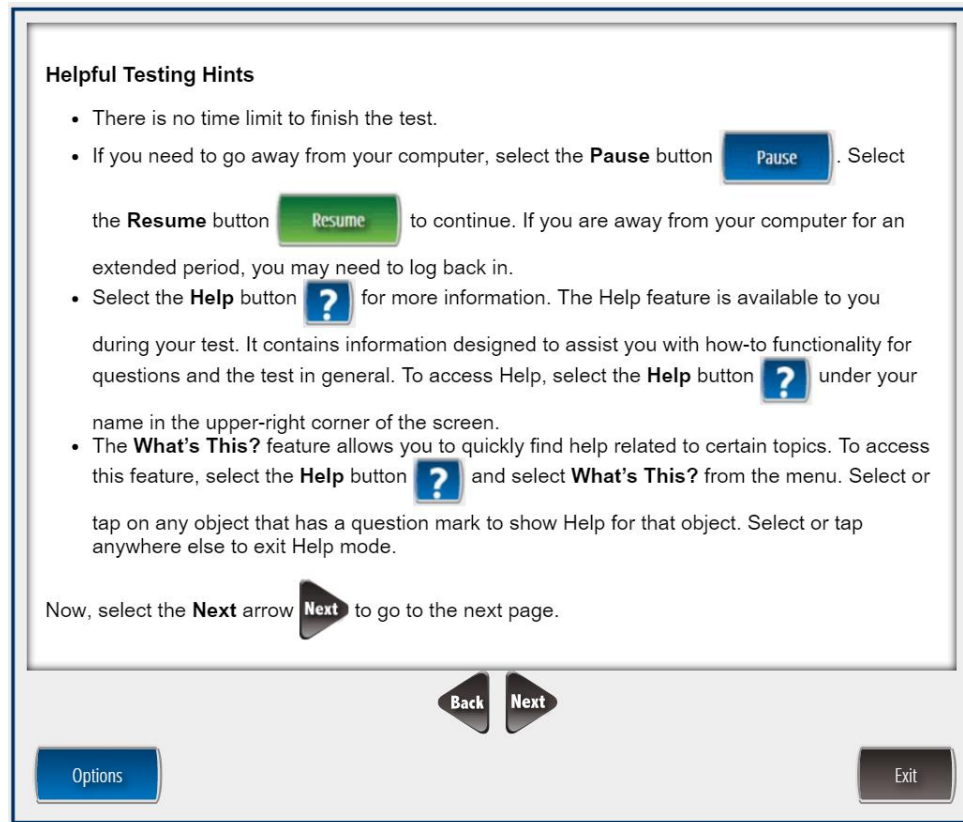
- *Pointer: Use the pointer tool to choose an answer.*
- *Highlighter: Use the highlighter tool to highlight important information.*
- *Sticky Notes: Use the sticky note tool to type notes on the screen.*
- *Magnifier: Use the magnifier tool to enlarge the information on the screen.*
- *Line Guide: Use the line guide tool to help you track a single line of text as you are reading.*

*Now, click the **Next** arrow to go to the next page.*

## Instructions for Test Administrator

Check monitors to confirm that all students are on the Helpful Testing Hints screen.

**SAY:** *You should now be on the Helpful Testing Hints screen.*



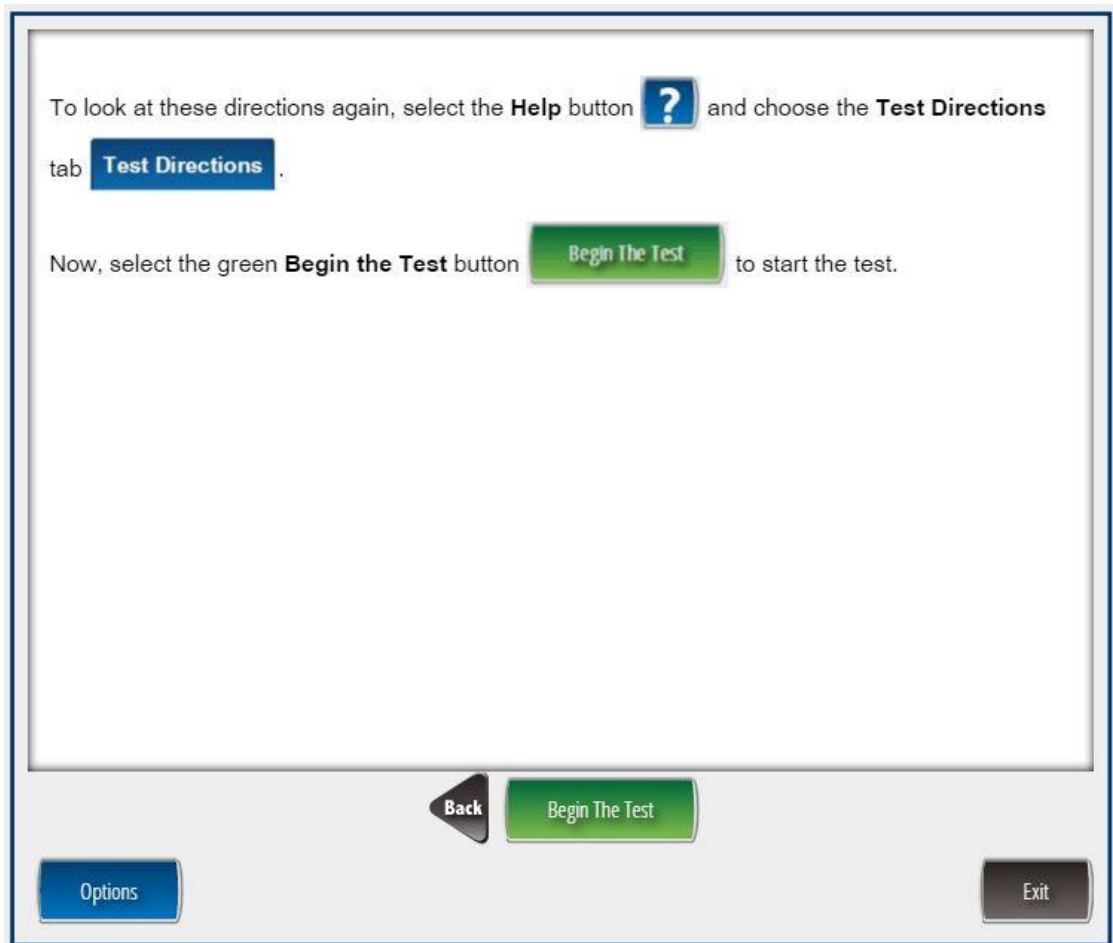
- *There is no time limit to finish the test.*
- *If you need to go away from your computer for a supervised break, click the Pause button. Click the Resume button to continue. If you are away from your computer for an extended period, you may need to log back in.*
- *Click the Help button for more information. The Help feature is available to you during your test. It contains information designed to assist you with how-to functionality for questions and the test in general. To access Help, click the Help button under your name in the upper-right corner of the screen.*
- *The What's This feature allows you to quickly find help related to certain topics. To access this feature, click the Help button and click What's This from the menu. Click or tap on any object that has a question mark to show Help for that object. Click or tap anywhere else to exit Help mode.*

*Now, click the **Next** arrow to go to the next page.*

### Instructions for Test Administrator

Check monitors to confirm that all students are on the Begin The Test screen.

**SAY:** *To look at these directions again, click the Help button and choose the Test Directions tab.*

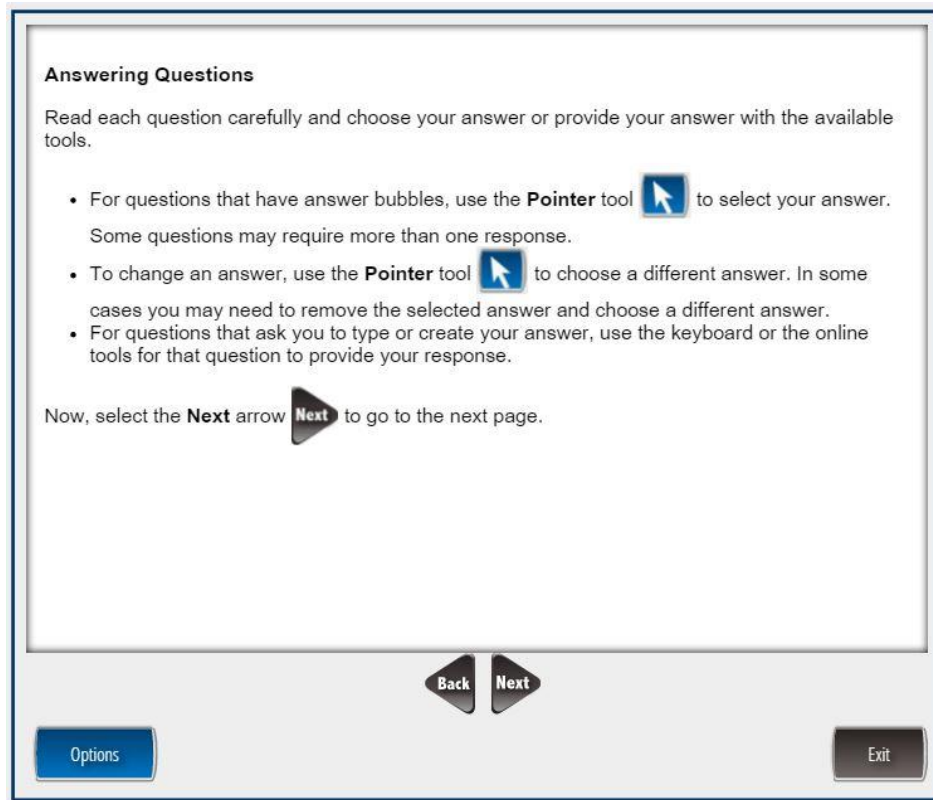


*Now, click the green Begin the Test button to start the test.*

*You may begin.*

## Read-Aloud Instructions for ALL Mathematics Examinations

**SAY:** *You should now be on the Answering Questions screen.*



*Read each question carefully and choose your answer or provide your answer with the available tools.*

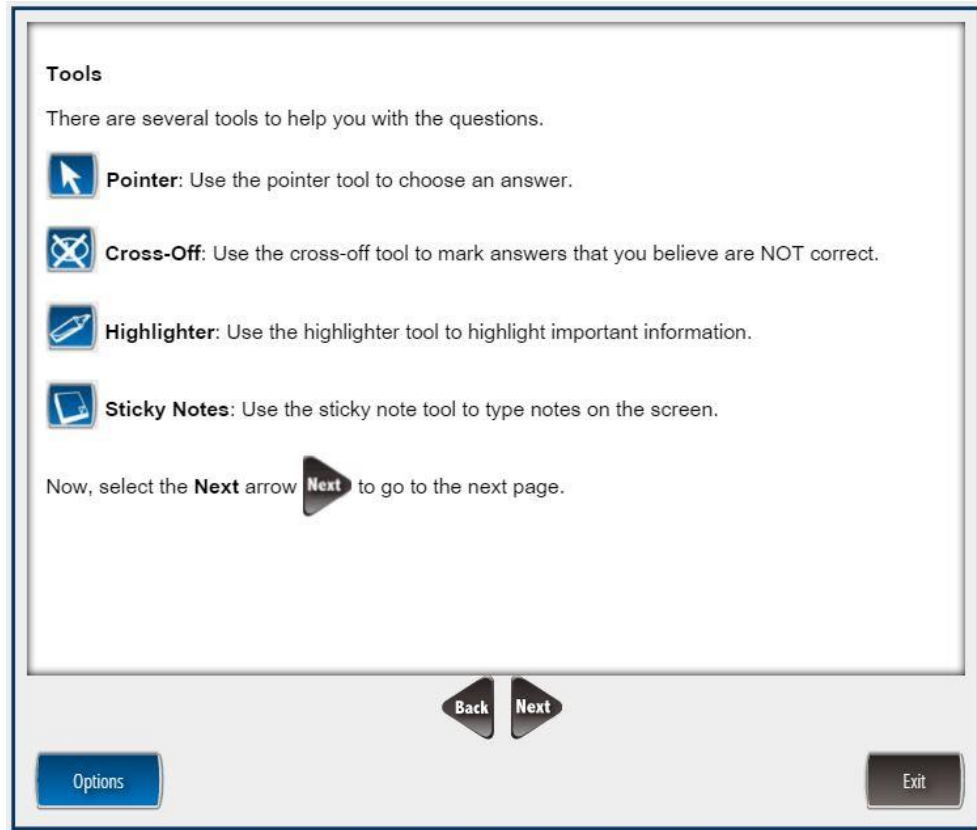
- For questions that have answer bubbles, use the Pointer tool to click your answer. Some questions may require more than one response.*
- To change an answer, use the Pointer tool to choose a different answer. In some cases you may need to remove the selected answer and choose a different answer.*
- For questions that ask you to type or create your answer, use the keyboard or the online tools for that question to provide your response.*

*Now, click the **Next** arrow to go to the next page.*

## Instructions for Test Administrator

Check monitors to confirm that all students are on the Tools screen.

**SAY:** *You should now be on the Tools screen.*



*There are several tools to help you with the questions.*

- *Pointer: Use the pointer tool to choose an answer.*
- *Cross-Off: Use the cross-off tool to mark answers that you believe are NOT correct.*
- *Highlighter: Use the highlighter tool to highlight important information.*
- *Sticky Notes: Use the sticky note tool to type notes on the screen.*

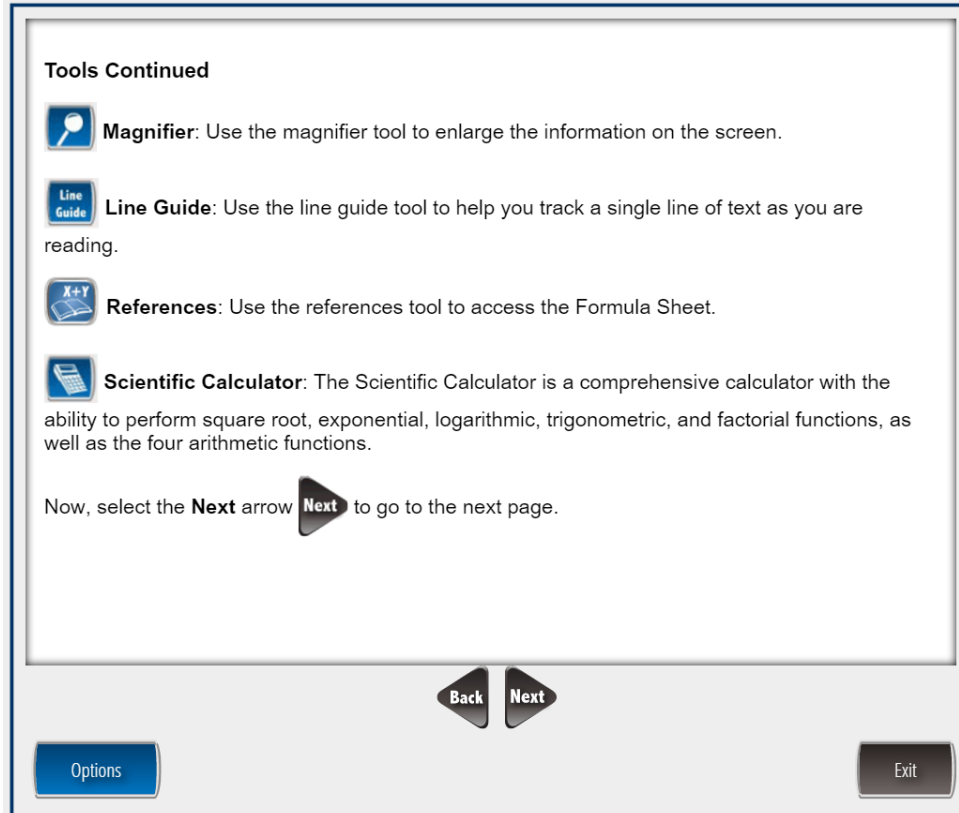
*Now, click the **Next** arrow to go to the next page.*



## Instructions for Test Administrator

Check monitors to confirm that all students are on the Tools Continued screen.

**SAY:** *You should now be on the Tools Continued screen.*



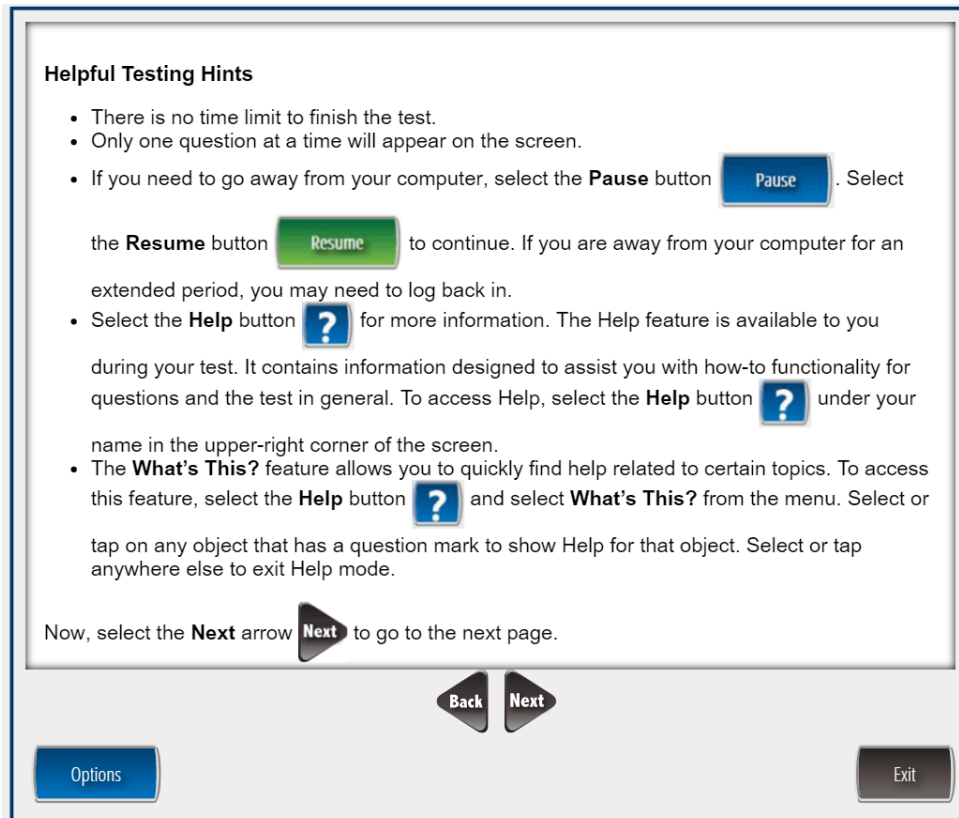
- *Magnifier: Use the magnifier tool to enlarge the information on the screen.*
  - *Line Guide: Use the line guide tool to help you track a single line of text as you are reading.*
  - *References: Use the references tool to access the Formula Sheet.*
  - *Scientific Calculator: The Scientific Calculator is a comprehensive calculator with the ability to perform square root, exponential, logarithmic, trigonometric, and factorial functions, as well as the four arithmetic functions.*
- No** handheld scientific or graphing calculators will be allowed. Specialized devices will only be allowed based on IEP and 504 documentation.

Now, click the **Next** arrow to go to the next page.

## Instructions for Test Administrator

Check monitors to confirm that all students are on the Helpful Testing Hints screen.

**SAY:** *You should now be on the Helpful Testing Hints screen.*



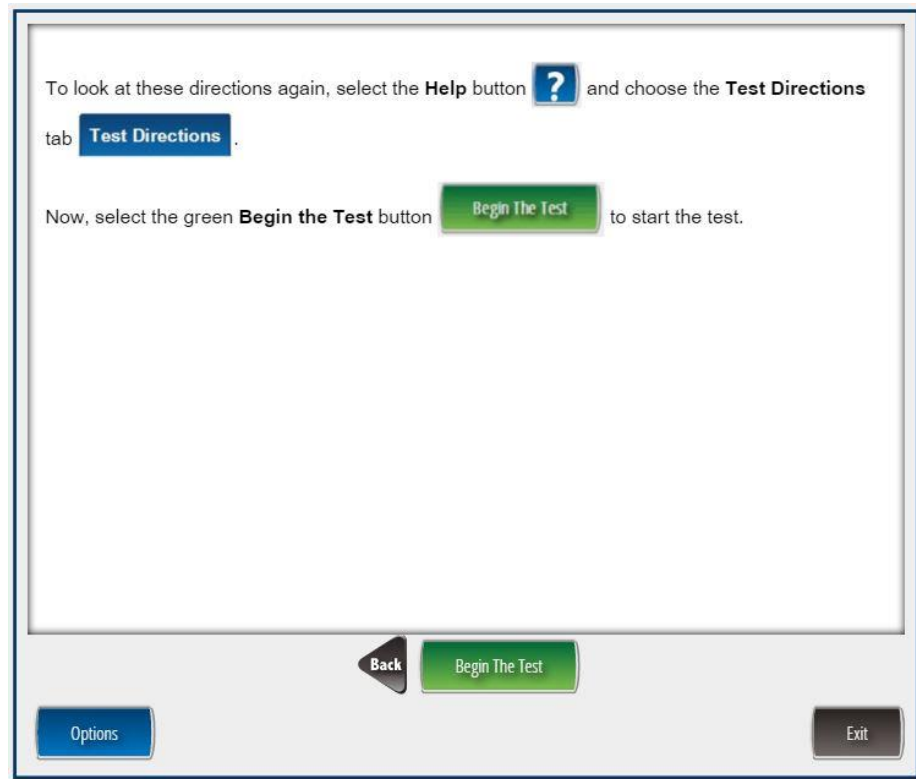
- *There is no time limit to finish the test.*
- *Only one question at a time will appear on the screen.*
- *If you need to go away from your computer for a supervised break, click the Pause button. Click the Resume button to continue. If you are away from your computer for an extended period, you may need to log back in.*
- *Click the Help button for more information. The Help feature is available to you during your test. It contains information designed to assist you with how-to functionality for questions and the test in general. To access Help, click the Help button under your name in the upper-right corner of the screen.*
- *The What's This feature allows you to quickly find help related to certain topics. To access this feature, click the Help button and click What's This from the menu. Click or tap on any object that has a question mark to show Help for that object. Click or tap anywhere else to exit Help mode.*

*Now, click the **Next** arrow to go to the next page.*

### Instructions for Test Administrator

Check monitors to confirm that all students are on the Begin The Test screen.  
When all students are ready,

**SAY:** *To look at these directions again, click the Help button and choose the Test Directions tab.*



*Now, click the green Begin the Test button to start the test.*

*You may begin.*

## **Instructions for Test Administrator at the Completion of Testing**

Approximately 15 minutes prior to the end of the scheduled testing session,

**SAY:** *There are 15 minutes left before the end of the testing period.*

At the end of the scheduled testing session,

**SAY:** *The testing period has now ended. If you need more time to finish this part of the test, raise your hand. Those of you who need more time will (insert school test security plan here).*

Do not excuse students who need additional time.

Students, including students testing with accommodations, may not return to a part of the test once they have had an unsupervised break.

Consult your school's test security plan to determine how to handle a student who needs/requests additional time to complete the test. Let these students know what they will be doing and direct them to do it.

Immediately following the end of the scheduled testing period, collect all test tickets and scratch paper from the students who are finished.

If you have completed testing for the day, return all testing materials to your School Test Coordinator.

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**Thank you for your cooperation in this administration  
of the Nevada End of Course Examinations.**



End of Course English Language Arts, Mathematics, and  
Integrated Mathematics Examinations  
*Test Administrator's Manual for Online Testing*